

## **Procedures for Conducting Local ICS-300/L-300 and ICS-400/L400 Courses**

1. Contact Jenna Rossio at IDHS **at least 30 days prior** to the start of the course. **Any courses that are requested within 30 days of the class start date will be denied.**
2. Fill out the provided IDHS worksheet, and return to IDHS. If you need the course advertised on the IDHS Training Calendar, please note this on the Administration section of the worksheet. **Any course hours that do not add up to the minimum requirements (18 hrs. for ICS 300 and 14 hrs. for ICS 400) will be denied.** IDHS will not fill out any worksheets for you.
3. Enter the course in the National Exercise Schedule (NEXS) yourself or have the requesting agency enter the course. You must upload the following to the event:
  - Course Agenda
  - Course Budget (if any federal grant money is spent on the courses)
  - Final signed roster

NEXS login: [https://hseep.dhs.gov/DHS\\_SSO/?ReturnUrl=%2fhseep\\_em%2fToolkitHome.aspx](https://hseep.dhs.gov/DHS_SSO/?ReturnUrl=%2fhseep_em%2fToolkitHome.aspx).

4. Only electronic materials will be provided by IDHS, and please request these **at least 30 days in advance.**
5. During the course, have each student fill out an IDHS Training Application, and sign the roster **each** day of class. Students must provide copies of their prerequisites with the student applications prior to the course or bring them to the course. **IDHS will not issue certificates to those students who have not completed the required prerequisites.** If the prerequisites are not listed on the IDHS application or attached to the application, certificates will not be issued for the student. IDHS will not preregister for any ICS courses, and it is up to the instructor/requesting agency to keep track of the roster and registration.
6. The instructor **must** grade the tests prior to sending in the scores to IDHS.
7. After the course, please send the following paperwork to IDHS via mail, email, or fax:
  - IDHS Student applications with documentation of prerequisite certificates attached.
  - There must be an application for **EVERY** student, even for students who fail the test. Retests need to be submitted with a copy of the original application only (the prerequisites will already be on file).
  - Completed student tests with recorded score.
  - Signed roster for **each** day of class
7. Please allow 4-6 weeks for IDHS to process the paperwork and issue student certificates.

**Failure to follow these procedures will result in denial of the course and/or the student certificates.**

**For questions about conducting courses, please contact:**

Jenna Rossio  
District Training Coordinator  
317-234-7730  
[jrossio@dhs.in.gov](mailto:jrossio@dhs.in.gov)  
Fax: 317-234-7234

**Shipping Address:**

IN Dept. of Homeland Security  
Jenna Rossio  
302 W. Washington St., Rm. E208  
Indianapolis, IN 46204

**For NEXS questions or access, please contact:**

Tony Pagano  
State Exercise Training Manager  
317-234-4788  
[tpagano@dhs.in.gov](mailto:tpagano@dhs.in.gov)